

## **Minutes of the CCR-FYI Steering Committee (SC) Meeting**

**April 28, 2005, Thursday 12:00-1:00 pm**

**Bethesda: Building 37, Rm 4041, 301-435-7427 (phone: 301-402-9194)**

**Frederick: Building 549/Conf Rm B (700-848-1113) (phone: 301-846-5864)**

In attendance were:

*Bethesda* – Swati Choksi, Derrick Cox, Cem Elbi, Heidi Erickson, Martin Guimond, Tamaro Hudson, Sarah Kolla, Haiqing Li, Girish Patel, Margaret Pratt, Jennifer Shen, Kwang Suh, Jonathan Wiest.

*Frederick* - Maja Bumke, Kevin Chang, Ramalakshmi Darbha, Arindam Dhar, Humcha Hariprakash, Susan Lindtner, Melissa Maderia, Joseph Manimala, Valance Washington, Arti Santhanam.

*Excused absences* –Christina Annunziata, Anil Shanker.

- 1) The meeting was called to order.
- 2) Points of Interest:
  - a. Welcome to new members!
  - b. New members should subscribe to the Steering Committee Listserv. Contact Margaret ([prattm@mail.nih.gov](mailto:prattm@mail.nih.gov)) for instructions.
  - c. Jennifer Shen and Haiqing Li volunteered to coordinate the nomination and hosting of CCR Grand Rounds speakers and increasing attendance at the brown bag lunches.
  - d. Nomination of New Officers – Elections will be held next week. Nominees agreeing to serve if elected include:
    - i. Val Bliskovsky
    - ii. Kevin Chang
    - iii. Martin Guimond
    - iv. Tamaro Hudson
    - v. Nicole LaRonde-LeBlanc
    - vi. Susan Lindtner
- 3) Subcommittee Reports
  - a. Retreat Subcommittee:

- i. **2005 Survey Results**: Completed surveys will be sent out to everyone who volunteers to help enter the retreat surveys into survey monkey and tabulate results.
  - ii. **2006 CCR-FYI Retreat**: Arti Santhanam, Maja Bumke, and Tamaro Hudson volunteered to chair next year's retreat.
- b. Publicity/Social Subcommittee:
  - i. **Newsletter**: Lakshmi is taking submissions and needs some help. Please contact her at: [lakshmi@ncifcrf.gov](mailto:lakshmi@ncifcrf.gov). Ideas or letters received during the next month will be sent to FEB for review and editing.
  - ii. **E-Mail**: Jennifer Shen volunteered to monitor and answer email that gets sent to the website.
  - iii. **Happy Hour**: A gathering to send off Cem Elbi and Rob Dean will be held at Clydes in Gaithersburg on May 4 or 5. Melissa will send out additional details in a few days.
  - iv. **NPA and FELCOM**: Arti Santhanam and Martin Guimond volunteered to serve as our NPA representative. Heidi Erickson is our new FELCOM representative. Heidi reminded us that the deadline for FARE 2006 submissions is tomorrow, April 29. They have a goal of 1000 applicants. They are also looking for judges. Volunteer at the FARE website (<http://felcom.nih.gov/FARE/>)
- c. Scientific Subcommittee
  - i. **Post-doc seminar Series**: Haiquig Li and Aparna Kotekar volunteered to organize the seminar series. It was suggested that for each seminar we have 2 speakers, each giving a 20 minute presentation.
  - ii. **Survey**: Joseph Manimala and Valance Washington from Frederick and Christina Annunziata from Bethesda volunteered to be in charge of the retreat/scientific survey. Once Survey Monkey is set up we will be seeking volunteers to help enter survey data.
  - iii. **Seminar**: Haiqing would appreciate volunteers to help in setting up the seminars.
  - iv. **Alumni Information**: Where have CCR-FYI alumni gone and what are they doing? Such information would be useful to show the quality of NCI training. Girish Patel volunteered to compile this data for future posting, probably on the CCR-FYI website.
- d. Community Life

- i. **Guide Doc Program**: Get involved and make suggestions on how to help Nicole and improve Guide Docs.

- 4) The floor was opened for new business or announcements.

The CCR-FYI member list will be updated to reflect the new members.

Apparently some listserv subscribers in both Frederick and Bethesda are not receiving messages posted to the list. Note that the minutes are sent out to the CCR postdoc community in general via [CCR-POSTDOCS@LIST.NIH.GOV](mailto:CCR-POSTDOCS@LIST.NIH.GOV) and not the steering committee listserv. Please contact Margaret ([prattm@mail.nih.gov](mailto:prattm@mail.nih.gov)) if you know of someone who is not receiving all of the listserv correspondence.

- 5) The meeting was adjourned.

Respectfully submitted,  
Margaret Pratt  
Ramalakshmi Darbha  
CCR-FYI Secretaries  
June 20, 2005